

GUIDE FOR GROUP-SPECIFIC NEW EMPLOYEE ORIENTATION ENVIRONMENT, SAFETY, HEALTH & ASSURANCE (ESH&A)

Purpose and Scope

Ames Laboratory strives for continuous safety culture improvement. Line management is critical to this effort. The purpose of this guide is to help the line management (supervisor) clarify expectations for safe work practices from the very first day of a new employee's work.

Institutional and Group-Specific Training

Ames Laboratory has a two-tiered training program. [Institutional training](#) courses provide general information on a variety of topics. Activity or group-specific training and orientation takes place in the workplace and addresses hazards and procedures associated with the specific activity being conducted. To provide a safe and healthy workplace, both types of training must be completed prior to conducting work.

Key Components of Effective Group-Specific Training and New Employee Orientation

- 1) **Employee Checks in at Human Resources** – Employees are not allowed to perform work or occupy Laboratory spaces until they are officially checked in at HR.
- 2) **Introduce Employees to Key Personnel** – Employees need to know to whom they report and where they can get questions answered. In addition to supervisory personnel and office administrative staff, employees should be introduced to their safety coordinator or safety representative. Employees should know where the ESH&A and Occupational Medicine departments are located and that all injuries and incidents should be reported to these offices.
- 3) **Assure that Emergency Awareness Training (EAT) is Completed** – EAT is required for all employees who occupy Ames Laboratory owned or rented space. This training is normally done by the safety coordinator or safety representative. The training provides information on emergency notification systems, evacuation procedures, location of safety equipment such as fire extinguishers and safety showers, and the location of vital safety/emergency information such as Safety Data Sheets.
- 4) **Explain the Readiness Review process and determine training requirements.** Readiness Review is the cornerstone of the Ames Laboratory Integrated Safety Management (ISM) Process, and new employees should be introduced to ISM concepts early in their employment. Any employee who works in Level II or III activities will require both institutional safety training and activity-specific training.
 - a. Notify the Training Office and Industrial Hygiene which approved activity or activities apply for the new employee.
 - b. Medical surveillance and training requirements will be automatically assigned based on the activities determined.

- 5) **Review Standard Operating Procedures (SOPs) for Each Activity and Document “Authorization” for Each User Prior to Work** – SOPs are required for each experimental activity, and can be used as training tools for new employees. SOPs contain important safety information including identifying hazards and applicable hazard control measures. SOPs should be kept near the operation (not in a remote office), and any unexpected results during operations should be documented in the SOP file and reviewed for significance.
 - Observe and coach the new employee the first time he or she conducts each procedure to confirm understanding.
 - Keep a written record of this training. A signature sheet with room to make brief notes about the training can be attached to the SOP.
 - Use plain language readily understood by employees.
 - Only well-qualified and experienced staff should prepare SOPs and conduct activity orientation. Utilize the template and SOPs available at the [ESH&A SOP page](#).
 - The SOP should have sufficient procedural details to enable trained staff to perform a task without supervision.
 - SOPs should be reviewed and updated on a regular basis.
- 6) **Ensure Employee Completes Institutional Training** – In the Readiness Review approval process, institutional training modules are identified for each activity. When an individual is assigned to an activity, it is important that he or she complete all the required training. The Training Department will assign the correct modules to the employee upon notification of the activity assignment. Supervisors can always request a listing of the required training for a given activity from either the Training Department or ESH&A.
- 7) **Ensure Employee Has Necessary Personal Protective Equipment and Assure Appropriate Usage** – PPE should be readily available to all employees. Make sure the employee knows what types of PPE are necessary and required to safely conduct work. It’s also critical that employees be trained on when to wear PPE and how to care for it including storage. Supervisors should observe PPE usage and encourage appropriate usage.
- 8) **Teach employee: STOP, THINK, CHECK, DO WORK SAFELY.** Employee participation in the safety program is vital to success. Employees should be encouraged to report unsafe work conditions, voice concerns about safety or any other issues and ask questions.

DOCUMENTATION

Activity or group-specific training must be current, documented, and records available in the event of an audit or assessment. Records should be kept in a designated area and be readily accessible. In the event of an accident, training records are usually one of the first items checked by investigators.

For more assistance, contact ESH&A, G40 TASf, 294-2153.